

G. n. S. IX-5]

Previous references.

File No. 76-14

1914-18

Serial Nos. 1-41

(E. A. G.)

Later references.

EAG 331-18
Cant 1-21-4
E. A. 28-23-4
E. A. 12-23-4 1/2

P
P65(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-41

Part B for March 1917

SUBJECT.

Maintenance of Character-Books.

To
The Heads of Departments
Secretaries to Government
Deputy Commissioners of Districts
G.O. No 76 - E. A. G. Dated 31st Jan'y 1917
Directing the maintenance of Character-Books for all
Ministerial officers.

19.3.17

G.R.S. 11]

1914-15

12
S. A. 76

GENERAL AND REVENUE SECRETARIAT.

(S. A. 76)

NOTES.

S. A. 76-1
File No. 32-1

FILE HEADING.

maintenance of character rolls.

From

No.		Dated		Received	
Diary	No.	Enclos.	Spare Copies.		Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

layo
187P

The *de* office manual and the Comptroller's office manual prescribe maintenance of character rolls. It is only in the latter that the general headings under which information has to be recorded are given.

NOTES—First Sheet.

Serial
No.

Hap. Q

The revised form of service register provides a column (No. 23) for reference being made therein to any recorded punishment or censure or reward or praise of the Officer.

3 In the Police Comr's office a defaulters register is maintained vide circular No. 3825-32 of 6/12/1899. A system of awarding black marks in lieu of frequent infliction of fines is contemplated in cir. No. 4000-7 of 26/12/1900.

4 In respect of offrs. drawing a pay of Rs. 70 and above in the establishments under the control of the several heads of Dep'ts. in the State, a half yearly roll is submitted to Govt. giving particulars as to age, pay, length of service, qualifications, Remarks as to work done, character etc. During the half-year vide G.O. No. H 5498-58 - S.O. 186-05-8 of 28th April 1908.

Submitted with all the above references as per verbal instructions.

W. P. M. 5
16/1/15.

Please see if a similar system prevails in the P.W.D and Forest Dept. The file to be resubmitted on 22/1/15

new
20/1/15

Serial
No.

Hag T.

There is no provision in the Forest Code regarding the maintenance of a character roll or defaulters book. But in the form for forest office inspection reports reference is made to service and character books under "IV office business".

The form in which the character book is maintained has to be ascertained from the PT Forest office, Bangalore & the authority as well.

Hagu.

With regard to the P.W.D., the P.W.D. manual prescribes in Art 148 (corresponding to Art. 432 of the P.W. Code) that a personal register or defaulters book should be maintained in the office of S. Engineers in respect of upper & lowerordinates. But in practice the office establishment ^{seems to be} also included in it as is done in the register maintained in the Chief Engineer's office.

Sd/-

23/1/15.

From the above, it will be seen that there is a lack of uniformity in the several

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No.

Depts in the matter of maintaining a record of character for ministerial officers. The system of character rolls prevails generally in British India and serves the same purpose as the confidential reports about gazetted and other officers. Possibly such a system is desirable as it furnishes some data to go upon in making promotions etc, and relieves an officer newly posted to a charge of the trouble of finding out for himself the worth and capacity of the officials under him. But before advocating its extension, it would appear worth while consulting the Depts, especially those which already possess some such system, as to the usefulness of that step. If approved, a draft letter calling for opinion will be put up.

(Secretary)

Yrs, please prepare a draft

S. Subramanian

(Secy)

MBL

23/1/15

Done
6/1

27/1

b/
5Serial
No.

4174

1-2-15

The draft circular letter may be approved. The reasons in support of the proposal are contained in paragraphs 1 to 6 above (Sewan)

Dy. Secy. 30/1

Draft approved by Sewan.
2-2-15

Dy. Secy. 30/1

Issue. Send reminder a month hence if reports are not recd. in meantime run 3/2

1 To Heads of Depts:

Civ: letter No: 356-92/8.A. of 4.2.15 requesting their opinion in the matter of maintaining a character book and enquiring if there is already any such system in force now and if so, how it has been working now.

x 2 From The Director of Industries and Commerce in Mysore
letter No: 2313 of 6.2-15.

3 From The D.G. of Prisons in Mysore
letter No: 265/6-15 of 6.2-15.

4 From The Comdr of Forests No: 7974 of 8.2.15.

5 " The Amrut Mahal Ry. No: 250 of 9.2.15.

6 " The Sanitary Commr. No: 3710 of 9.2.15.

7 " Dy. of Agriculture No: 4139 of 11.2.15.

8 " Sr. Surgeon with force No: 327 of 10.2.15.

9 " Hony. President Rang. City Munc. No: 243 of 8.2.15.

Serial
No.

- 10 From The Dpts. of Income & Letters: 18:730 10.2.15.
- 11 " J.G. of Sdn: in Mysore 18:13533 9.2.15
- 12 " Meteorological Reporter 18:361 10.2.15.
- 13 " Supt. Reve: Mysore 18:105 13.2.15
- x 14 " Secy for Ry. 18:1736 11.2.15
- 15 " Offg. Compt. to Govt. 18:6012/R319 15.2.15
- x 16 " Offg. Chief Compt. 3933 16.2.15
- x 17 " Mly: Secy to H.A. 18:3245/7116 14.15 17.2.15
- 18 " President, Mysore City Municipal Bd. 18:623 20.2.15
- 19 " Chairman Invest Board Mysore 18:105 25.2.15
- 20 " Offs: in of Archl: Researches 18:136 26.2.15
- x 21 " State Geologist 18:1772 26.2.15
- 22 " Govt. Advocate " 240 9.3.15
- x 23 " Reve: Compt. in Mysore " 11295 12.3.15
- x 24 " Chief Electrical Engr: " 1527 13.3.15
- x 25 " Secy. Economic Confce: " 1750 12.3.15
- x 26 " Supt. Govt. Press " 1292 12.3.15
- 27 " Rep: of Co Societies " 2031 17.3.15
- 28 " Secy State L. Insurance Committee " 2723 24.3.15
- x 29 " Excise Compt. in Mysore " 7140 27.3.15
- 30 " Rep: Chief Compt. " 4656/318 9.4.15.
- x 31 " J.G. of Repn. " 2606 10.4.15
- x 32 " Compt. of Stamps " 597 10.4.15
- 33 " Compt. P.D. & Ry Bd " 6150 7.4.15.
- 34 " To The Excise Compt. 18:547 3.4.15 and inquiring
what purpose the defaulters book main.

Serial
No.

- taind in his office serves.
35. From the Excise Comd: 18.7950 of 20.4.15 forwarding a specimen copy of the defaulters book and stating that the book is used as a record of punishments awarded to subordinate Offrs of the Executive Branch.
36. To the Compts: P. W & Ry Branch 18.586/27.4.15 enquiring how the system of maintaining character books is working & if it is acceptable. Officers mentioned in sl nos: 3-6, 8-13, 15, 18-20, 22, 23, 27, 28, 30 and 33 are in favor of adopting the proposed system. Those not in favor are denoted thus (x) against each above. These number 13, so far as replies have been received till now. It is only in the Compts office that a system of maintaining character rolls is in vogue, while in the Dir: Mpts office a qualification roll is said to be prepared annually to serve as a guide for determining yrs: of promotion etc. In the Excise Comd's office, a defaulter's "book" is maintained which only pertains to the subordinate executive staff, punishments awarded to them only being noted therein.

Serial
No.

Replies are yet due from the Dy. of Police
and the Chief Engr: and the Dypts of Govt. Gardens
and Museum.

Filed. 13 Await replies from the two
Offices first named - If
necessary, please issue reminders
may 28/14

Reminders filed.

may 28/4/15.

Issue
may 28/14

Reminders issued 29.4.15.

37 From The Comptroller: P.W. & Dy Branch.
States in his letter No. 6405/81562 of 29.4.15
that the system of maintaining character
books is working well and found useful.

Filed may
may 30/4/15.

38 From the Dy. Engr: in Mysore letter No. 1370
of 29.4.15. Stating that a record like character
book "maintained regularly will be very valuable
and that no such book is maintained in his office now.
Filed. The Dy. Engr: also is in favor.

may 31/15. Await reply from Chief Engineer
may 24/5

In reply to a reminder, the Chief Engineer
says that he is awaiting certain publications
and will expedite the answers.

Filed may
may 12/5. GPB-25,000-22-3-15

may 13/5

File No. 36

of 1914-15

10

9

Serial
No.

16

Replies are not due from the D. G. of Police, the
Chief Engineer and the Dy. Commr. Suburban.
hills reminders.

1. 6. 15

19

Issue
1/6/15

In reply to a reminder of 1.6.15, the
Chief Engineer says that the question is
under consideration and a reply may
be expected shortly.

19/6

19/6

Work has been received yet from the D. G.
of Police, the Chief Engineer and the Dy. Commr.
Suburban. Of the others who have sent in
their replies, all except the marginally noted
are in favor of introducing the system

1. D. G. of Industries. of maintaining character rolls.

2. D. G. of Agriculture

3. Secy. for Rys

4. Dy. Commr. Suburban

5. Dy. Commr. Suburban

6. State Commr. Suburban

7. Dy. Commr. Suburban

8. Chief Elec. Engineer

9. Dy. Commr. Suburban

10. Dy. Commr. Suburban

11. Dy. Commr. Suburban

12. Dy. Commr. Suburban

13. Commr. of Stamps.

19/6

Please put up a
D.O. reminders to
D. G. of Police &
Chief Engineer

19/6

Serial
No.

19.

D.O. drafts to the D. G. of Police
and to the Chief Engineer, P.W.D.
are put up.

Pubd.

Done
my
15/8

BN
4-8-15

39.

D.O. No. 228 of 5-8-15 to the Chief Engineer
do 229 of 5-8-15 to the D. G. of Police.
Letter No. C-33 of 1-9-15 from the D. G. of
Police furnishing opinion on the maintenance
of character rolls.

40.

Letter No. 8594 of 3-9-15 from the Chief
Engineer forwarding a copy of the Personal
Rep: maintained in the P.W. Dept of the Bombay
Presidency and stating that the rep: maintained
in his office is very useful in settling claims etc.
The Chief Engr: has in his office a rep: called
the "log book" in which cases of default on the
part of the offls. is noted, all entries being generally
made by the offls. themselves. He recommends the adop-
tion of the "Personal register" maintained in Bombay
(P.W.D.) with necessary modifications.

The D. G. of Police is not in favor of maintaining
such a register ^{say that} as it is attended with more dis-
advantages and risks to the smooth working
and efficiency of the office. For the entire
branch consolidated service books are main-

R. S. 12]

General and Revenue
Secretariat.

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trained in the Hd Quarter offices and that black marks & fines awarded and promotions and rewards given are noted therein from time to time. The Dy. Commr. of Police ^(French Rocks) is reported to have main-
tained a note book to serve as character roll but had no occasion to make even a single entry in it.

Including the Dy. of Police 14 officers are not in favor of the proposal and condemn it on the score that it works more harm than good. All the others commended the system.

The Rep. presented by the P.W.D. Bombay seems to contain the requisite heads under which information may be recorded.

In respect of dpls. drawing Rs. 70/- and above the new form prescribed in G.O. No. 3137/76 - fm. 212-15-1 of the 5th Sept 1915 for the submission to Govt. of half yearly dpls. contains detailed heads under which information is to be furnished.

Filed next
9/9/15.

Printer copy recd: is put up.

Filed
10/9/15

X Flay P.

X
This with the
put up form after
mutual signature
received

Please very early
12/9/15

Flay U.

Serial
No.

22 Please obtain & put up the file
Containing doc flagged ll.

23 File contg. other flagged & printed.

Subd
mar 1/11/15
HW

new
30.9.15

24 Opinion as to the utility of the suggested
records seems to be very divided. Of those who
are opposed to the introduction of the system,
some consider that it is not likely to be useful,
while others think that it may lead to pernicious
results. Perhaps experience is the best test in
matters of this kind, and the opinion of the
Comptroller, in whose office the system is in
vogue, and of the Chief ^X Engineer, who appears to
be familiar with its working in Bombay, are en-
titled to consideration. Both of them think well
of the system, and I believe I am correct in stat-
ing that the experience of the Secretariat also
bears out their view to a considerable extent.
Against this must however be set the opinion of
the Chief ^X Electrical Engineer who says, also
speaking from experience, that " a character
book usually fails in serving the definite pur-
pose for which it is intended, i.e., that of
showing a record of the individuals of an office
for the following reasons:-

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No.

reasons :-

(1) A first and only mistake will be recorded therein.

(2) A temporary lapse in efficiency will be entered and becomes a part of the permanent record.

(3) Erroneous opinions as to individual capacity might easily be formed and entered as a permanent record".

25 These reasons, which in one form or other have been urged by some of the other officers also seem to proceed from a mistaken idea of what was intended. The character roll is not a mere default book but a collection of the ^{good and} bad opinions recorded at periodical ^{intervals} by superior officers. The continuity of the record is itself a guarantee that casual and mistaken impressions will have no weight as against the deliberate opinion of a series of officers.

26 Some misapprehension seems to have arisen by the suggestion made in the order that a rough default book should be maintained by the ministerial head of each office to serve as a basis for the opinion of the higher officer. The book was intended only to help the memory of the responsible officer and not to bind his discretion as to what he should enter in the character roll. If thought necessary, however, this provision

Serial
No.

provision may be omitted.

Haps D+I

27 Some officers (e.g., the Chief Commandant and the Secretary for Railways) consider that the Service Register sufficiently serves the purpose in view. It is true the Service Register contains a column for entering remarks as to character &c., but no entries are required to be made in it at stated periods, or at all, and in any case no detailed opinions can be recorded in it.

28 The present idea is nothing more than to extend to officials drawing a salary of less than Rs 70 the principle of recording periodical opinions on character, which is now in vogue as regards officers drawing a larger pay. Only in the case of the smaller officials, the opinions will be filed without being communicated to higher authorities. This arrangement will not only help an officer in deciding on the merits of the individuals placed under him but also safeguard to some extent the interests of the officials themselves. Their prospects will depend on the balance of the testimony recorded by a series of officers rather than on the ipse dixit of the man in superior position for the time being, who may or may not be fair.

29 The character book, if its introduction be decided upon, may be generally like the personal

Serial
No.

personal register in use in the Bombay Public Works Department. The periodical entries may be made in the form given below which is an adaptation of the Bombay form and of the one prescribed for the confidential report on officials drawing a salary of Rs 70 and more:-

Period to which the entries relate.

On the first page only.

1. Name in full.
2. Age and native place.
3. Caste.
4. Designation and pay.
5. Length of service

Temporary	Permanent
-----------	-----------
6. General educational qualifications and special tests passed, if any.
7. Description of work on which the official was employed during the period to which the entries relate.
8. Whether the official is prompt and careful in his work or dilatory and superficial.
9. Extent of proficiency in-

Accounts					
Correspondence	<table border="0"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">English</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">Kanarese</td> <td></td> </tr> </table>	English		Kanarese	
English					
Kanarese					
Rules and Regulations and standing orders.					
10. Particular class of work for which he has special aptitude
11. Character, constitution and habits.
12. Intelligence.
13. General trustworthiness and zeal.

Serial
No.14. Capacity and fitness for any higher
appointment.15. Commendations or censures, if any, passed
during the period, with reference to original
papers.

300
749F
Reference is invited to the notes on the
first page of the Bombay personal register. The
arrangements described there may be generally
adopted. The following are the main features:-

1. The register should be maintained for
permanent
every non-Gazetted officer, along with the service
book.

2. Commendation or censures may be record-
ed at any time but entries must be made once a
year and also when the clerk or the Head of the
office is transferred. In the case of officials
drawing a pay of over Rs 70, the entries will
more or less be a copy of the confidential report
forwarded to Government.

3. Unfavourable entries should be communi-
cated to the clerks concerned and their reply or
explanation should be recorded.

4. Every clerk should be allowed to see
his personal register once yearly.

Secretary)

Please suggest a draft G.O. (comprehensive) as above

Dues

7/12

nu

7/12

Draft G.O. is sent.

nu
21/11/15Please put up a
dyped copy on
6/12

Serial
No.14. Capacity and fitness for any higher
appointment.15. Commendations or censures, if any, passed
during the period, with reference to original
papers.

80
749F
Reference is invited to the notes on the
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Secretary)

Please suggest a draft G.O. (comprehensive) as above

Dues

7/12

nu

7/12

Draft G.O. is sent.

nu
7/11/15Please put up a
dyped copy on
6/12

Serial
No.233
Typed Draft is sent.

mm

6/1/16

Please have the draft re-typed

mm

12/1/16

234 Revised typed draft is put up.

mm

12/1/16

see

12/1/16

Secy) 235

The draft may be approved. It may be considered in

Council if the Dewan approves.

Dewan) 17/1

mm

17/1

3662
18.1.16236 I do not see that much
good will result from this re-
cord. The object will be equally
well served by amplifying the
details of the service registers.237 But there is no harm in
issuing the order, which may
be in force experimentally for
2 or 3 years at first.238 The file may be circulated
to other members & disposed
of at a meeting -

22/1/16

U. S. 12]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

39 Commit Letter

107

24/2/16

18 20
(For disposal at a meeting)

No. C. 210

26.2.1916.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause viii of the Schedule).

Maintenance of character rolls for ministerial officers.

CIRCULATED TO THE MEMBERS OF COUNCIL.

26th February.....191 6.

By Order,

[Signature]
Secretary to Government.

Extraordinary Member of Council. *Seen by the Extraordinary Member*

First Member of Council.

Seen by the First Member of Council.

Second Member of Council.

ans 1/3/16

3

20

Council 40

To be sub to Dewan
for stndg & also
circulate again
w/3 sum
w/3

Subject.-(Clause viii of the Schedule).

Maintenance of character rolls for
ministerial officers.

OPINION OF THE COUNCIL.

5034

23.3.16

41 Phos circulate to present.

Members of Council & bring up
at a meeting -

3.7.16 do

42 C.S. sum 4/7

WJ
6.7 sum 6/7

122
5.7

1323

6.7.16

13
7-7 28 sum

Sum
11.4.16. sum 12/4

22

Extract from the Proceedings of the 390th Meeting of the Council
of His Highness the Maharaja, held at Bangalore,
on the 27th July 1916.

12. SUBJECT.-9Clause viii of the Schedule)

Maintenance of character rolls for ministerial officers.

OPINION OF THE COUNCIL.

Character rolls for ministerial officers should be maintained in
all Government Offices.

The draft Government Order together with the draft form of roll
may be approved.

Ed. M. Virenderaya.

Devan of Mysore.

"EXTRACT"

S. M. Narasimha Rao
Secretary to Government,
General Department.

23

29

G. R. S. 12]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No. 43

A D.S.N is put up.

Dunajlas
4/8

Swan)

759
4-8-16

NOTE—Contn. sheet.

25 23

Submitted to His Highness.

64
Government Order No. G. 5924-72/G.M. 259-13-1

dated 3rd February 1914 lays down that reports of character and qualification of officers and subordinates of every department should be fully and correctly maintained and that promotions should be regulated in accordance therewith. So far as officers are concerned, arrangements have already been made to obtain systematic and informing periodical reports of their work and conduct. The accompanying draft order contains certain detailed instructions which it is proposed to issue for the maintenance of character rolls in the case of ministerial officers. The question has been considered by the Council who are of opinion that such character records are necessary and that the draft Government order may be approved. I solicit His Highness' kind sanction to the recommendation of the Council.

M. Khanna

24th Jan. 1917

Draft for approval

*Page 20 of Office
Notes*

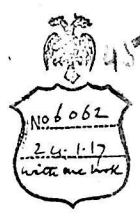
25 24

C. 210.

Record of Cases submitted for the Orders
of His Highness the Maharaja.

Subject.

Maintenance of character rolls
for ministerial officers.



761

Order.

~~KRW~~

26/1/17

46

Santhos

26.1.17

Rb

sum
27/1
sum
27/1

385
27-1-17

WP
25.1

1619
24.1

Leey
29/1

26
25

B

G. R. S. III-2]

General and Revenue
Secretariat.

g By File No. 76 of 1917.

Serial
No.

41

Heads of Depts
Secretaries to Govt.
by Cms of Depts

No 76/g By 231/1/17

Directs the maintenance of character
books for all non-Gazetted officers
from 1-7-1917 and calls for a
Report on the working of the system
at the end of one year.

Copy to the Secy, Govt. Press.
with the request that he will
send in proof a copy of the Register
with pages printed as per sample
attached.

7 All the 250 copies of the G.P.
have practically been distributed.
Draft calling for another 250 copies
is sent.

omr

my

18/2

D.O. No. 76-E. A.S. of 19-2-1917 to the
Secy, Govt. Press, requesting him to get 250 nos.
copies of No. 76-E. A.S. of 31-1-17 printed & supplied
to this office.

G. R. S. III-2]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

NOTE—Contn. sheet.

No 356-92
E.A.

File no 32 of 14.
sl!

To

Heads of Departments.

Sir,

I am directed to inform you that Government have under consideration ^{the question of prescribing the manner and of} ~~a proposal to institute regular~~ character ~~books~~ for the ministerial officers in the service of Government. It is suggested that every office - should maintain ^{a ~~ministerial~~ register} ~~an ephemeral character~~ book in which the ministerial head of the office should note, on a separate page for each official, instances of carelessness, disobedience, good work, &c., as they occur; and that on the basis of the entries in this book, - supplemented by his own personal knowledge, the Head of ~~the~~ office should enter in the character books, once every year or oftener if necessary, his opinion of each official's work. The character book is to be a ^{supplement} ~~companion~~ to the service register, and is to serve as a guide in settling personal questions regarding the officials.

I am to enquire if any system like the above is already in force in your Department and if so, how it has been working in practice; and to invite your opinion as to the desirability of

28
27

-2-

prescribing it for
of ~~the~~ general adoption.

2.2.15.
Lb

I have &c.,

Dull 30/1

nu
27/1

Offg. Secretary to Government
General & Revenue Deptts.

Bangalore,

27-1-1915.

No. 2312

Encl.

D no. 282/S.A.
File no 327/14
S no 2.
OFFICE OF THE
DIRECTOR OF INDUSTRIES AND COMMERCE.
"RINGWOOD," HIGH GROUND,

Bangalore, 6th February 1915.

(3)

FROM

ALFRED CHATTERTON, Esq., F. C. G. I., C. I. E.,
Director of Industries and Commerce in Mysore,
Bangalore. (India).

TO

The Secretary to the Government of H.H. the Maharaja of Mysore,
General and Revenue Departments, Bangalore.

SIR,

In reply to your No. 356-92 dated the 4th February 1915 I have the honour to state that no such system as is suggested is in force in this office. I am of opinion that it is not desirable to introduce this system. In practice it is impossible that the head of the office should make himself acquainted with the character and quality of the work done by ministerial officials. They are under the head clerk of the office and though this may not be a very desirable arrangement, I see no other alternative. In filling up the register the head of the office will almost of necessity have to accept the opinion of the head clerk and I think it is undesirable that that opinion should be officially endorsed by higher officers who have no real means of checking it.

I have the honour to be,

S i r,

Your most obedient servant,

Alfred Chatterton

Director of Industries and Commerce.

Pris. 2]

OFFICE OF THE INSPR.-GENL. OF PRISONS IN MYSORE,

No. 255
6-15

DATED BANGALORE, 6th February 1915 .

FROM

Rao Bahadur T.V.Arumugum Moodr, Esqr, M.B., C.M.,
.....

Inspector-General of Prisons in Mysore,

Bangalore.

To

D.M.Narasinga Rao, Esqr., B.A.B.L.,

Secy. to the Govt. of H. H. the Maharaja of Mysore,

General and Revenue Departments.

SIR,

In reply to your No. 356-92/E.A. of the

4th instant, regarding the system of maintaining ^h character
books for the ministerial officers in the service of Govern-
ment, I have the honor to inform you that no such system is
in force in this Department and that I consider it very de-
sirable to prescribe it for general adoption.

I have the honor to be,

Sir,

Your most obedient servant,

T. V. Arumugum

Inspector General of Prisons.

my

11/17/15
Jno 257/6-A 30/A
10-2-15 7/10/03
8/10/03
GPB-190-11-9-15

From

The Inspector-General
of Prisons in Mysore,
Bangalore.

To

The Secretary to the Govt. of Mysore,
General and Revenue Departments.

Dated

8th February 1915

Despatched

do

Received

General No.

265

No.

6-15

Enclosure No.

Nil

Subject.

Reports that it is desirable
to prescribe for general
adoption the maintenance
of character books for
the Ministerial Officers

URGENT.

D. no 25-3/8-A.
10-2-15.

24 no 32-14
Sl. no 4 3/4

15

Office of the Conservator of Forests in Mysore.

No. 7974 Dated, Bangalore, ...²⁴ February 1915.

From

M. G. Rama Rao Esquire, B.A.,

Offg. Conservator of Forests in Mysore,

BANGALORE.

To

D. N. Narasinga Rao Esquire, B.A., B.L.,

Offg. Secretary to the Government of

His Highness the Maharaja of Mysore,

General and Revenue Departments,

BANGALORE.

Sir,

Adverting to your letter No. 356-92/ B.A. dated the 4th instant regarding the maintenance of character books for the ministerial Officers, I have the honour to state that such a system as is proposed is not in vogue in this Department but I am of opinion that it would be a useful guide in judging, of the relative merits of the Officials.

I have the honour to be,

Sir,

Your most obedient servant,

M. G. Rama Rao

Offg. Conservator of Forests

T.V.V.

No. 250.

Amunt Mahal Office,
Dated Mysore, 9th February
1915.

3711
sl 5-

(6)

From,

M. Nanjundaraj Ws, Esquire
Superintendent
Amunt Mahal Department,
Mysore.

To

D. M. Narasinga Rao, Esquire
B. A. B. L.;
Offg. Secretary to Government,
General and Revenue Dept.
Bangalore.

Sir,

With reference to your letter No.
356-92/E.A. dated 4th instant regarding
the question of prescribing the maintenance
of character books for the ministerial officers
in the Service of Government, I have the
honor to state that no such books nor
the like are now maintained in my de-
partment and the system of maintaining them
on the lines proposed in your letter is -
necessary.

I have the honor to be,

Sir
Your most obedient Servant
H. Nanjundaraj Ws
Superintendent
Amunt Mahal Department

D. No 258/E.A.
11.2.15-

File No. 32-14
St. 5-

1915

From

H. Nanjundaraj Esq.
Superintendent,
Amunt mahal Department,
Mysore.

To

D. M. Narasimharao, Esq.
B. A. B. L.,
Offg. Secretary to Government,
General and Revenue Department,

Dated 9th

Despatched - 20

Received

General No. 250.
No.

Enclosure No. Nil. ———.

Stating that Character
books for the ministerial
Officers are not maintained
in the Department and that
the system of maintaining them
is necessary.

Department of Public Health in Mysore.

OFFICE OF THE SANITARY COMMISSIONER
WITH THE GOVT. OF MYSORE.

Bangalore, dated the 9th February 1915.

No. 3710.
Enc.

From

Rao Bahadur T. V. ARUMUGAM MUDALIAR. Esq., M.B.C.M.,
Sanitary Commissioner with the Government of
H. H. the Maharaja of Mysore, BANGALORE.

To

D.M. Narasinga Rao Esq., P.A., P.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore, Genl. and Rev. Depts.,
BANGALORE.

Sir,

In reply to your letter No. 356-92 dated the 4th Instant, I have the honor to state that character books for ministerial officers are not at present being maintained in this Department. I am in favor of the system being introduced into every one of the offices in the Department, the head of the office himself maintaining the register in the case of offices consisting of only one ministerial officer.

I have the honor to be,
Sir,
Your most obedient servant,



Sanitary Commissioner.

P.H.

Dis 26/8-4. 7/7 File no 32-816.
Department of Public Health in Mysore

From

THE SANITARY COMMISSIONER
IN MYSORE, BANGALORE.

To

THE SECRETARY TO GOVT.,
GEN. & REV. DEPTTS.
BANGALORE.

Dated

9 - FEB 1915

Despatched

Received

General No. 3760
No.

Enclosure No.

SUBJECT.

*Re the maintenance of
Character books for
Ministerial Officers*

D. no 26878-A
13.2.15

File no. 32 of 14, 34
8.7.

GPB-4,000-13-5-14

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

17/2
No. 4139.

Bangalore,
11th February 1915.

FROM .

LESLIE C. COLEMAN, Esq., M.A., Ph.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

The Secretary to the Government of
His highness the Maharaja of Mysore,
Gen. & Rev. Departments, Bangalore.

SIR,

With reference to your letter No. 356-92 of the 4th instant
I have the honour to state that no such record is at present -
being kept in my office ^{and that} and I consider the keeping of such record
not only unnecessary but highly undesirable.

I have the honour to be,

Sir,

Your most obedient servant,

Leslie Coleman
Director of Agriculture.

1152
1929/5

No. G. 327 13. 2. 15
Encls.

D no 266/S.D.
Sl no 32 of 1477
Sl no 8
Office of Senior Surgeon, Mysore Govt. 19

Dated, Bangalore, 10 - 2 - 1915.

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,

Senior Surgeon with the Government of

H. H. the Maharaja of Mysore, Bangalore.

To

D.M. Narasinga Rao, Esquire, B.A., B.L.,

Offg. Secretary to the Government of

H. H. the Maharaja of Mysore,

Gen. & Rev. Deptt., Bangalore.

Sir,

With reference to your letter No. 356-92 dated 4-2-1915, regarding the maintenance of character books for ministerial officers in the service of Government, I have the honor to state that it is very desirable to maintain character books of the kind in every office. Such a system has not been followed in my office till now, but will be brought into force at once.

I have the honor to be,

Sir,

Your most obedient servant,

T. V. Arumugum

Senior Surgeon.

From

The Senior Surgeon,
Mysore Govt., Bangalore.

To

The Secretary

to the Govt. of Mysore,

Genl & Res Deptt.

Bangalore

Dated 10 - 2 - 1915.

No. G. 327.

Encls.

Subject.

Regarding the
maintenance of character
books for ministerial officers
in the service of Government

13/2/15
No. 243

Enclosure

327/14. 39
81. no 9. (10)
OFFICE OF THE MUNICIPAL COUNCIL,
Bangalore City, 8th. February, 1915.

From

DEWAN BAHADUR RAJA SABHA BHUSHANA
K. P. PUTTANNA CHETTY, ESQ.,
Hony. President, Municipal Council,
Bangalore City.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General & Revenue Departments, Bangalore.

SIR,

With reference to your letter No. 356-92/
E.A. dated the 4th February 1915, enquiring if any
character books for the ministerial officers have
been maintained in the City Municipality and, if
so, how the system has been working in practice
and, in case it is not already in use, whether it
would be desirable to prescribe it for general
adoption, I have the honor to state that no such
system is in force now in this office and there
can be no question as to the desirability of pres-
cribing the maintenance of character books for
officials.

I have the honor to be

Sir,

Your most obedient servant,

K. P. Puttanna Chetty
Honorary President.

D.no. 268/E.A.

File no 323 14

Sl. no 10

13.2.15

No. 73

Enc.

Office of the Superintendent of
Inam Settlements in Mysore,

Dated Bangalore, 7 February 1915
Tithahalli 10

From

K. Darashah
D. Shama Rao, Esq., B.A.

Superintendent of Inam Settlements
in Mysore, Bangalore.

To

D. M. Narasinga Rao, Esq., B.A.B.L.

Offg. Secretary to the Government of
H. H. the Maharaja of Mysore,
Genl. and Rev. Depts.

Sir,

With reference to your letter No. $\frac{356-92}{E.A.}$ dated
4th February 1915 requesting my opinion in the matter of
maintaining character books for the ministerial officers,
I have the honor to state that the practice has not been
in vogue in this department, and that the idea commends
itself to me.

I have the honor to be,
Sir,
your most obedient servant
K. Darashah
Superintendent of Inam Settlements
in Mysore.

VII
1915.

From

The Superintendent,
Inam Settlements
in Mysore.

To

The Secy. to the Govt. of
H. H. the Maharaja of Mysore,
Genl. & Rev. Depts.

Dated

10 February 1915

Despatched

No. 73

Enc. nil

SUBJECT.

States that it is not in
vogue to maintain the
Character books in this
Department

W. no 2687 E. A.
Edn. 81]

13.2.47

sl no 11

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

13533
No. 597

Bangalore, 9th February 1915.

From

RAO BAHADUR M. SHAMA, RAO, Esq., M. A.,
Inspector-General of Education in Mysore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Offg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
BANGALORE.

SIR,

With reference to your Circular letter No. 356-92/E. A. dated the 4th instant on the subject of the maintenance of character books for the ministerial officers in the service of Government, I have the honour to inform you that such a register has not been hitherto maintained in this office and it was not found essential, as the Head of the Department knew each official personally and decided promotions etc., on individual merits. On the general question of maintaining a character register in future, I beg to state that it may be tried, as it would afford a permanent record of the opinions of the Head of the office for the time being.

I have the honour to be,

Sir,

Your most obedient servant,

M. Shama Rao,
Inspector General.

Edn. 81]

1914-15.

From

RAO BAHADUR M. SHAMA RAO, Esq., M.A.,

*Inspector-General of Education
in Mysore*

To The Secretary to Govt.,
Gen. and Rev. Depts.

No. 13533/597

Dated 9th February 1915.

Received

No. of Enclosure.

SUBJECT.

Stating that the maintenance
of character registers for ministerial
officers may be tried.

12/13

86/2

No. 361.

From

N. Venkatesa Iyengar, Esq., B. A.,
Meteorological Reporter,
Mysore Government.

To

D. M. Narasinga Rao, Esq., B. A., B. L.,
Officiating Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Dated Bangalore, the 10th February 1915

Sir,

In reply to your letter No. 356/92 dated the E. A. 4th February 1915, I have the honor to submit that the suggestion therein referred to in regard to the question of prescribing the maintenance of character books for the ministerial officers in the service of Government, appears to be good in as much as it may, when put into practice, conduce to greater efficiency of work and the maintenance of better official discipline in addition to serving as a guide in settling personal questions regarding such officers.

In the Bangalore Observatory, which has a small establishment consisting of only five hands, although there is no such system in force as the one under consideration of Government, a diary and a memo book are maintained. In the former, the daily work done by each of the staff together with hours of attendance is noted down and the same is scrutinised by the head of the office daily. In the latter, all orders and remarks of the head of the office

114

in regard to the work of the Observatory are entered.

This method has, in practice, been found to work very satisfactorily these twenty years.

I have the honor to be,

Sir,

Your most obedient servant,

Ch Venkateswara Rao

Meteorological Reporter,

Mysore Government.

V.K.

278/E.A.

File no 228/14

15-2-15

sl 12

1914-15.

From

The Meteorological Reporter,
Mysore Government.

To

The Offg. Secretary to the Govt.
of H. H. the Maharaja of Mysore,
Gen. & Rev. Depts.

Dated

10th February 1915.

Despatched

Received

No. 361

S U B J E C T.

Submitting the opinion of the Meteorological Reporter, Mysore Government, re the question of maintaining character book for the ministerial officers in the service of Government.

No. 105

116
Sl. 13.
Office (15)

Survey Superintendents'
Camp Tirthahalli.
Dated $\frac{10}{13}$ February 1915.

From

D. K. Darashah, Esquire, B. A.
Superintendent Revenue
Survey in Mysore.

To,

D. M. Narasinga Rao, Esquire, B. A., B. L.,
Off: Secretary to Government of
Mysore
Gen & Rev: Departments

Sir,

With reference to your letter No.
356-92/E.A. dated 4 February 1915
enquiring whether a register noting
the character &c of each official
has been maintained in my De-
partment, and calling for my opinion
as to the desirability of prescribing
one

one for general adoption, I have
the honor to state that an annual
statement describing briefly the
character of each official and
termed the 'Qualification roll'
is being maintained in the Depart-
ment, but that the more complete
and systematic method of dealing
with the matter as suggested in the
letter appeals to my mind as a
suitable measure in the interests
of efficiency.

I have the honor to be,
Sir,
Your most Obedt. servant,
Bhramabhai
Superintendent Revenue
Dewey in Mysore.

Will Mr. 22/18.4
15.2.15-
15/15
1915-
7/15 32-
sl 13
15/15

GPB-250-20.1-14

From

The Superintendent,
Mysore Revenue Survey
and Settlement

To

The Secy. to the Govt. of
H. H. the Maharaja of Mysore,
Gen. & Rev. Depts

Dated 10

Feby. 19/15

Despatched 13

No. 105

Enc.

SUBJECT.

Submits opinion on the
maintenance of Character roll

GPB-1,500-17-12-14

D. no 281/E.A.
16.2.15

File no 32-14
sl 14. 49
(7)

NGK
17/2
Railway 2]

No. 1731

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

Bangalore, // 14 February 1915.

FROM

E. A. S. BELL, Esq.,

Secretary to Government of Mysore,

for Railways, Bangalore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of Mysore,

General and Revenue Departments.

SIR,

With reference to your letter No.356-92/E.A. dated 4th February 1915, I have the honour to inform you that no system of maintaining character books of officials is in force in this office. I am of opinion that column 23 of the prescribed form of Service Register answers the same purpose and the maintenance of other books is unnecessary.

I have the honour to be,

Sir,

Your most obedient servant,

E. A. S. Bell

Secretary for Railways,

Government of Mysore.

JB

D. no 282/8-A.

16.2.15

File no 32-14.89
8.15

(18)

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

No. 602

N 319

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 13th February 1915.

FROM

M. N. Krishna Rao Esq., B.A.,
~~xxxxxx~~

~~xxxxxx~~

Offg: Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

.....D.....M.....Narasinga.....R.....a.....o.....Esq., B.A., B.L.,

Offg: Secretary to the Government of Mysore,

.....General.....and.....Revenue.....Departments.

SIR,

With reference to your circular No.356-92/E.A. of the 4th February 1915 re the maintenance of Character Book of the officials, I have the honor to state that provision therefor has already been made in this Office Manual Part I, Vide Para 14.

The system has been working well and I think it is desirable to prescribe its adoption in all offices.

I have the honor to be,

Sir,

Your most obedient servant.

Offg: Comptroller.

SAM.

Rec.—Gl. 18]

.....Department.

19/5

From

J. S. CHAKRAVARTI, Esq., M.A.,
F.R.A.S., etc.,

*Comptroller to the Govt. of
H. H. the Maharaja of Mysore.*

To

.....Esq.,

Secretary to the Govt. of Mysore,

San. Dept......Dept.

Dated

Despatched 15/2

Received

No. *60/2*
319

Subject-matter.

*Stating that provision has
already been made in this official
part by reg. channel for app*

D. no 289/8.A.

18.2.15.

File no 32-14

81 16.

GPB-1,500-14-7-14

OFFICE OF THE CHIEF COMMANDANT,

MYSORE STATE TROOPS,

Dated the 16th February 1915

No.
Enc.

FROM

Lt.Colonel.A.A.Jones I.A.

~~Colonel J. DESARAI URS, C.E., M.V.O.,~~

Offg. Chief Commandant, Mysore State Troops,

Bangalore.

To

D.M.Narasinga Rao.Esq.B.A.B.L.,

Offg.Secretary to Govt of H.H.the Maharaja

of Mysore General and Revenue Departments.

Sir,

With reference to your letter No.356-92/E.A. dated 4th February 1915, I have the honor to state that no character books of ministerial officials are maintained in this Office. Although rolls of seniority and character^{de} are ordered and maintained in the case of the commissioned and Non-commissioned Officers of the Cavalry and Infantry Regiments, where promotions are frequent, the introduction of character books on the lines proposed in your letter, in the case of ministerial officials does not seem to be necessary, as an entry of any dereliction of duty can be entered in their service Register if found necessary.

I have the honor to be,

Sir,

Your most obedient servant,

A Jones

Lt.Col.

Offg.Chief Commandant,

Mysore State Troops.

18. 2-11-

GPB-2,000-13-7-14

No. 3245

From

The Military Secretary to H. H.
the Maharaja of Mysore.

To

The Secretary to Government,

General & Revenue Departments,

B A N G A L O R E.

Bangalore, dated , the 17th February 1915.

Sir,

With reference to your letter No:356-92/E.A.dated 4th.....
February 1915, I have the honor to inform you that except the
Service Registers of the Officials and the office order Book, no.....
Registers, as suggested by you have been kept in this office.

I am of opinion that the maintenance of a separate register is unnecessary as the Service Register of the officials is quite.... sufficient if a note is made therein regarding any slackness of duty if any should occur on the part of the officials. It does not ... appear useful to increase the records for Minor details of this..... description. They can be dealt with without necessarily writing down the Minor Corrections of this sort.

I have the honor to be,

Sir,

Your most obedient servant,

Lt., Col.,

Military Secretary.

No. 137

8/18/20
61
THE CITY MUNICIPAL OFFICE, MYSORE,
Dated...13th February...1915.

From

T.G.Lukshmana Rao, Esquire., I.C.E.,
President, City Municipal
Council, Mysore.

To

D.M.Narasinga Rao, Esquire., B.A., B.L.,
Secretary to the Govt. of Mysore,
General & Revenue Depts.

Through the Deputy Commissioner, Mysore District,
Mysore.

Sir,

With reference to your letter No. 356-92-E.A.
dated the 4th instant, I have the honour to state that no
separate books for making entries regarding the character of
officials are at present maintained in this office but instance
of carelessness, disobedience etc., and the punishments meted
out for them are being entered in the office order book and at
times in the Service Register, of the official concerned.

2. I am of opinion that the suggestions contained in
your letter under reply are good and the system may with
advantage be adopted in all the offices.

3. The system will be adopted in future in this
office.

I have the honour to be,

Sir,

Your most obedient servant,

T. G. Lukshmana Rao

President.

RVR

M.R.V.

1915.

From

The President, City Muni.
Council, Mysore.

To

The Secy. to Govt. of Mysore,
Gen. and Rev. Depts.

Dated } 13th February 1915
Despatched }

Received

General No. 137
No.

Enclosure No. ..

Stating that no separate
books for making entries regarding
the character of officials are at
present maintained in this office

14.2.15
L.D.



No. 623.

Office of the Deputy Commissioner

Mysore District

Mysore, dated 19th February 1915.

From

A. Subramanya Iyer, Esq., B.A.,

Deputy Commissioner

Mysore District.

To

D. M. Narasinga Rao, Esq., B.A., P.L.;

Offg. Secretary to the Government

of Mysore

General and Revenue Departments.

Sir,

I have the honor to submit herewith letter No. 137

dated 12th February 1915 received from the President of the Mysore
City Municipal Council stating that no separate books are kept for
making entries regarding the character of officials

I have the honor to be

Sir

Your most obedient servant



Deputy Commissioner

Mysore District.

23

90. 115

MYSORE CITY IMPROVEMENT TRUST BOARD

CHAIRMAN'S OFFICE,

Dated, Mysore, 15th Feb.: 1915

FROM

T.G.Lukshmana Rao, Esq., L.C.E.,

Chairman of the Board of Trustees,

Mysore City Improvements.

TO

D.L.Narasinga Rao, Esq., B.A., B.L.,

Secretary to the Govt. of H. H. the Maharaja

of Mysore, Gen. and Rev. Departments.

SIR,

With reference to your letter No. 356-92/E.A. dated the 4th February 1915 enquiring if any system of recording the work and the official conduct of each official is in force in this Department, and calling for my opinion as to the desirability of prescribing for general adoption a character book on the lines therein suggested, I have the honour to state as below:-

I. At present the Service Register is the only record of a permanent kind that shows the merits of each official. Remarks made by the Heads of Offices in this register generally at the eve of their separation from their officials are mostly expressions of favourable opinions they will have been able to form on the whole, regarding each official's work and conduct during the full period of his service under them. Except in cases of flagrant misconduct no record will be made in this register of the demerits of the official. These are noted, however, in a separate book known as the "Defaulters' Book" or in the Office Order Book.

II. Though the Service Register and the above Order Book are practically sufficient to settle personal questions regarding the official, yet the introduction of a character book of the

D. no 322/8-4
26.2.15
26/2
File no 32-14
sl 19
1915
62

From

The CHAIRMAN of the Board of
Trustees for the Improvement
of the City of Mysore.

To

The SECRETARY to the Govt. of
His Highness the Maharaja of
Mysore, Gen. and Rev. Depts.

Bangalore

Dated

Despatched

25th February 1915

Received

General No.

105

Enclosures

SUBJECT

Recommending the adoption of
character books in the offices, with
suitable headings and directions.

24 5

the kind suggested, forming as it were a systematic record of each official's work and conduct, will considerably help towards furnishing a more reliable data for judging one's capacity and character, gives less room for sentimental complaints of injuries done from the prejudices of their officers and will indirectly rouse the spirit of emulation alround.

III. The scope of the character book does not seem to go beyond its forming a ready record of the efficiency or otherwise of each official in the discharge of his work and his general amenity to official discipline. The utility of such a record depends upon the weight attached to the entries therein, in condemning ~~indifference~~ indifference and rewarding merit with reference thereto, so that the fear of certain punishment on the one hand, and the prospect of advancement on the other may both operate together to discourage idleness and stimulate industry. Upon this principle, the rules in force regulating promotions with reference to educational qualifications seem to require to be worked with some relaxation.

IV. That the character book should further, serve its exact purpose, it will be necessary to describe in clear terms for the guidance of the Ministerial Head, when such Head happens to be a non-gazetted officer, what essentials go to characterise a good work and what ought to be set down on the side of default as without it, it is likely that the non-gazetted Ministerial Head, acting upon his own discretion may make indiscriminate entries in it, and mar its utility altogether. As regards the Ministerial Head, if he is not a gazetted officer, his work in its own turn will have also to be characterised as in the case of other officials. A suitable provision will have also to be made for this.

V. With these observations, I beg to submit that I am of opinion that a character book of the kind suggested will, if prescribed, in a convenient form with suitable headings and

2560

and directions, will tend to increase the efficiency of a office
as a whole to the maximum standard and therefore recommend its
prescription for general adoption.

I have the honour to be,

S irr,

Your most obedient servant,

Idul Shuman Ra

C H A I R M A N.

M.4

No. 136

220 328/E.A.

27.2.15

File no. 32-14 61
81.20. 28

Mysore Archaeological Office,
Bangalore, 26th February 1915.

From

R. Narasimhachar, Esquire, M.A.,

Officer in charge of Archaeological Researches

in M Y S O R E,

To

D.M. Narasinga Rao, Esquire, B.A., B.L.,

Offg: Secretary to the Government of

His Highness the Maharaja of Mysore,

General & Revenue Departments, B A N G A L O R E.

Sir,

With reference to your letter No. 356-92/E.A. dated 4th -
February 1915, inviting my opinion as to the desirability of pres-
cribing character books in all offices, I have the honour to state
that no such system is in force in this Department. I am of opinion
that the system may, with advantage, be prescribed for general -
adoption.

I have the honour to be,

Sir,

Your most obedient servant,

R. Narasimhachar

Officer in charge of Archaeological Re-
searches in Mysore.

VIII 34
27/2
D. no 329/E.A.
27.2.15
M.G.D. 131

File 32-14
81 no 21

GPB -1,000-13-2-14

62
27

MYSORE GEOLOGICAL DEPARTMENT.

DATED BANGALORE, 26th Feb. 1915

No. 1772.

FROM

DR. W. F. SMEETH, M.A., D.Sc., A.R.S.M., etc.,
State Geologist in Mysore.

TO

D.M. Narasinga Rao, Esquire, B.A., B.L.,
Offg. Secretary to the Government of His Highness
the Maharaja of Mysore, Gen. & Rev. Depts.

SIR,

In reply to your letter No. 356-92/E.A., dated 4th February 1915, I have the honour to inform you that beyond the Service Registers no other Character Books are maintained in this office for the ministerial officers.

2. The system now proposed to be introduced would in my opinion tend to put definite and extensive powers in the hands of the Head of the office which might or might not be used discreetly. I should not like to see the system introduced unless all entries in the Books were at the time of entry brought to the notice of the Head of the Department and I do not think that the advantages are worth this. Any serious misconduct should be brought to the notice of the Head of the Department, and if sufficiently serious, noted; but this as a

very

very different thing to having good or bad reports continually.

I have the honour to be,

Sir,

Your most obedient servant,

A handwritten signature in cursive script, appearing to read 'H. Smith'.

State Geologist in Mysore.

1000 1000
1000
280.

No. 349/8A
10.3.15

File no 32 of 14.
8122.
28

Office of the Government Advocate in Mysore,
Bangalore dated, 9th March 1915.

From,

C. S. Doraswamy Iyer Esq., B.A., B.L.,
Government Advocate in Mysore, Bangalore.

To,

The Offg: Secretary to the Government of H.H. the
Maharaja of Mysore, General & Revenue Departments.

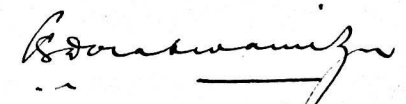
Sir,

In reply to your letter No.356 92/E.A. dated 4th
February 1915, inviting my opinion as to the desirability of
prescribing for general adoption the maintenance of character
books for the ministerial officers in the service of Govern-
ment and enquiring if the system proposed is already in force
in my office and if so how it has been working in practice,
I have the honor to state that the proposed system is not in
force in my office and I am of opinion that it is a desirable
one to be adopted generally in all offices.

I have the honor to be,

Sir,

Your most obedient servant,


Government Advocate.



File no 32-14
81.23.
D.No. 361/E.A.
13.3.15.

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

Bangalore, 12th March 1915.

NGW
13/3
No. 11295

FROM

K. Doraswami Iyer Esquire,

29
Revenue Commissioner in Mysore.

TO

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

SIR,

Referring to your letter No.356-92/E.A. dated the 4th February 1915, regarding the maintenance of character books for the ministerial officers in the service of Government, I have the honor to state that no such register is being maintained in this office. It is not difficult for any officer to form a correct estimate within six months of the ability, attainments, character and habits of the officials working under him. The need for such a register has never been felt by me or so far as I can see by many others in the service.

I have the honor to be,

Sir,

Your most obedient servant,

K Doraswami Iyer
Revenue Commissioner.

V.M.R.

P.K.O.
Su

Dr. no. 363/18A
17-3-15.
GOVERNMENT OF MYSORE

ELECTRICAL DEPARTMENT.

OFFICE OF THE CHIEF ELECTRICAL ENGINEER.

Bangalore, 13th March 1915.
(Mysore, India.)

Telegraphic Address:
"GOMED."

CODES USED
LIEBER'S
A. B. C. (5TH EDITION)
BUSINESS TELEGRAPH CODE.

The Secretary to the Govt. of H.H. the
Maharaja of Mysore, General & Revenue
Departments,
Bangalore.

Sir,

Replying to your No.356-92/E.A. dated 4th February 1915 and reminder No.477/E.A. dated 11-3-15, I have the honour to inform you that I am of the opinion, based on experience, that a character book usually fails in serving the definite purpose for which it is maintained, i.e., that of showing a record of the individuals of an office for the following reasons:-

1. A first and only mistake will be recorded there-in
2. A temporary lapse in efficiency will be entered and become a part of the permanent record.
3. Erroneous opinions as to the individuals capacity might easily be formed and entered as a permanent record.

Such being the case, the head of the office would, therefore, form an erroneous opinion of the individual and the doubtful advantages the system is supposed to give will be counteracted by a single such erroneous opinion.

The delay in replying was an oversight on our part.

I have the honour to be,
Sir,
Your most obedient servant,

SGF-AK.

S. F. Arbes
Offg. Chief Electrical Engineer

1/1/13
Tel: Address
At Bangalore & Mysore
"MYSECON."

Do. 364/88
17-3-15

File no 32-14. 67
sl. 25
31

No. 1750
En. ril

MYSORE ECONOMIC CONFERENCE,
Dated Bangalore, 12th March 1915.

FROM

C. S. BALASUNDARAM IYER, Esq., B.A.,
Secretary to the Mysore Economic Conference,
Bangalore,

TO

D. M. Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to Government,
General and Revenue Departments,
Bangalore

SIR,

With reference to your letter No. 356-92 dated 4th February 1915 regarding the maintenance of character books for the ministerial officers in the service of Government in addition to the Service Register, I have the honour to state that such books are not now maintained in this Department. As regards the general adoption of such a record, I am doubtful of its being maintained properly and am of opinion that under the system proposed undue importance is likely to be attached to trivial faults and impulses of the moment. In the larger offices it would place too much power in the hands of the Chief ministerial officer, which is capable of abuse in ways which it is needless to detail. I think it would be much safer to depend on the personal knowledge of the Head of the office in settling personal questions regarding the officials.

I have the honour to be,

Sir,

Your most obedient servant,

C. S. Balasundaram Iyer
Secretary.

Cut

CLG.

1914-15

From

C. H. YATES, Esq.,
SUPERINTENDENT,
GOVT. PRESS,
BANGALORE.

To

The Secretary to Govt.,

Dated

Despatched

12th

Gen: & Sec: Deps.

} March 1915.

Received

General No. 1292
No.

Enclosure No.

Furnishing reply
as to the maintenance
of character books
for the ministerial
offices in the
Govt. Press.

D. no 366/8.N.
17.3.15.

File no 32-14.
8/26.

3269

GPB-1,000-29-1-15

No. 1292

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,

Dated Bangalore, 12th March 1915.

FROM

C. H. YATES, Esq.,

SUPERINTENDENT, GOVERNMENT PRESS,

BANGALORE.

TO

D. M. Narasinga Rao, Esq., B.A., B.L.,
Officiating Secretary to Government,
General and Revenue Departments.

SIR,

With reference to your letter no.
356-92 dated 4th ultimus, re the mainten-
E.A.
ance of character books for the ministerial
officers, I have the honor to state that the
Government Press being a technical institu-
tion, I am of opinion that in the case of
officials drawing a pay of Rs 30 and below,
no special register be maintained. For
other officials an office order book is kept
and any instances of good or bad work
will be noted therein.

I have the honor to be,
Sir,

Your most obedient servant.

C. H. Yates

Superintendent,
Govt Press.

Telegraphic Address:
"Co-operator," Bangalore.

No. 2031 C. S.

ENCLs. *nil*

OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES
IN MYSORE.

Dated Bangalore, 15th March 1915.

FROM

M. A. NARAYAN AYANGAR, ESQ., B. A; B. L.,
Registrar of Co-operative Societies in Mysore,
BANGALORE.

TO

D.M. Narasinga Rao, Esq., B.A. B.L.,

Offg: *Secretary to the Government of*
His Highness the Maharaja of Mysore,
~~Department of Revenue & Agriculture,~~
Genl. & Rev. Departments, BANGALORE.

SIR,

I have the honor to acknowledge the receipt of your letter No.356-92/E. & A. dated the 4th February 1915 in re prescribing the maintenance of character books for the ministerial officers in the service of Government. Although a special register of the kind contemplated above is not maintained in this office, all instances of specially good work, carelessness or disobedience of the officials are noted and preserved in their personal files and these notes form the basis on which their promotions depend. I however think it is highly desirable that a separate register with some definite headings should be prescribed by the

Government

11

D. no 368/8. A. 191 - 191
18. 3. 15. File no 32-14.
sl 27.

M. A. NARAYAN AYANGAR, ESQ., B. A; B. L.,
Registrar of Co-operative Societies
in Mysore.

To

The Offg:
Secretary to the Government of
H. H. the Maharaja of Mysore,
~~Depts of Education & Agriculture~~
Genl. & Rev. Depts. BANGALORE.

Dated Bangalore..... 15/3/1915

Despatched 17

Received

General No. 2031 C. S.

Enclosure No. nil

Reference: - 356-92 9
E. A
4/2/15 re maintenance
character books for
ministerial officers,
submit a reply to the
above.

2.

34-12

Government for general adoption by all the offices.

I have the honor to be,

Sir,

Your most obedient servant,

M. A. Hargrave

R E G I S T R A R.

no m

RR

M.N.N.

Dr. 378/8A
27.3.15

GPB-1000-3-6-14

File 32 B 14
sl 28

M.S.L.I.
O. 20

OFFICE OF THE SECRETARY,
MYSORE STATE LIFE INSURANCE COMMITTEE,

Bangalore, dated 23rd March 1915.

No.
Enc.

2723.

27-3-15

FROM

Dewan Bahadur

J. S. CHAKRAVARTI, Esq., M.A., F.R.A.S., etc.,

Secretary, Mysore State Life Insurance Committee,

Bangalore.

To

D. M. Narasinga Rao Esq., B.A., B.L.,
Offg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments, Bangalore.

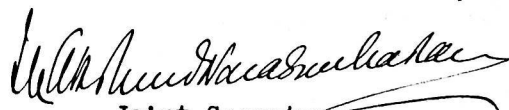
SIR,

With reference to your Circular No: 356-92/B.A. of the 4th
February 1915, regarding the maintenance of Character Book of the --
Officials, I have the honor to state that I am perfectly ⁱⁿ accord with
the proposal and similar provision as is contained in the Comptroller's
Office Manual, regarding the maintenance of the Character Book will
be inserted in the Insurance Office Manual under preparation.

I have the honor to be,

Sir,

Your most obedient servant,


Joint Secretary.

AK-24-3.



Hand. 388/8A. File No. 32.14
29-3-15
OFFICE OF THE EXCISE COMMISSIONER IN MYSORE. 36

Bangalore, dated.....27th March.....1915.
27

7140
FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

TO

D.M. Narasinga Rao, Esq., B.A., B.L.,
Offg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Sir,

With reference to your circular letter No. 356-92, of the 4th Ultimo (and reminder No. 484/E&A of the 11th Instant) calling for an expression of my opinion in the matter referred to in it, I have the honor to state that I feel no hesitation in saying that to have such a register will not be in the interests of Public Service and that to entrust its maintenance to the ministerial head of an office will be a move in quite the wrong direction. Heads of Departments and Districts and offices change and as matters stand their ministerial heads, viz, the Managers and the Head Sheristadars respectively have enough opportunities already therefore to do their worst to any unfortunate subordinate official who may have incurred their ire for some reason or other. To place more power in their hands would be to afford them greater facilities for wreaking their personal vengeance on officials subordinate to them, and this would, in my opinion, be decidedly a retrograde step. The subordinate - - officials would lose all independence and self respect and the ministerial ranks would, in course of time, become thoroughly demoralised. The idea is, therefore, one which is to be deprecated from every point of view. The Head of the Department or the District or the Office should be able to judge every official - more or less - for himself and give him his deserts. As it is, a defaulters book is maintained in this office and ^{all} punishments etc., are recorded in it and I presume that some such or similar practice prevails in every Department, District and Office, and nothing more

2.

is required, it seems to me. A Register kept on the lines proposed would be a dangerous weapon placed in the hands of the ministerial head of an office, and would, in the long run, do more harm ~~than~~ good. In fact, it would be a case of the remedy being worse than the malady. Manliness - which means frankness and independence without impertinence - should be encouraged and self respect inculcated, but this would be least possible of achievement, however, if such an inquisitorial method of dealing with an official's conduct and character were to be brought into force.

I have the honor to be,
Sir,
Your most obedient servant,

Wm. L. G. H. H.
27.3.45.
Assistant Commissioner,
for Excise Commissioner
absent from the station.

W.L.G.H.H.

Dr. 420/8A
12-4-15

File 32814¹⁰
862030

CHIEF COURT OF MYSORE,

BANGALORE, dated the 9th April 1915. *38*

nu
12/4
FROM

N.T.Gopaliengar, Esq., B.A., LL.B.,
Registrar of the Chief Court of Mysore.

TO

D.M.Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to the Government of Mysore,
General and Revenue Departments..

No: 4656/318

S i r ,

Adverting to your letter No: 356-92/E.A. dated 4th
February 1915 inviting the opinion of this Court as to the desira-
bility of prescribing character books for ministerial officers in
Government Service, I am directed to state that this Court re-
commends the introduction of those books, but is of opinion that
the entry of unfavourable comments should not be left to the
ministerial head of the office unless when he is an officer of
standing like the Sheristedar of a District Court. I am to add
that at present there is no system like the one under reference,
in force in the Judicial Department.

I have the honor to be,

S i r ,

Your most obedient servant,

N. T. Gopaliengar

REGISTRAR.

H.C.C.

NGM
75 74/9/15

Dno. 417/2A
12-4-15

File 32644
sl 31. 39

No. 2606

Office of the Inspector-General of
Registration in Mysore,
Dated, Bangalore, 8th April 1915.

60

From

not
12/4

P. Raghavendra Rao, Esq., B.A., B.L.,

Inspector-General of Registration in Mysore,

B A N G A L O R E.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of H. H.

the Maharaja of Mysore,

General and Revenue Departments.

Sir,

Adverting to your Circular Letter, No. 356-92/ E.A. of 4th February 1915 (and reminders No. 490 and 512 dated the 11th and 31st ultimo respectively) calling for my opinion in the matter of the maintenance of character books for the ministerial officers in the service of Government, I have the honor to invite your kind attention to the opinion already furnished by me on the subject in my letter to you from the Excise Department, viz., No. 7140 dated 27th March 1915.

I have the honor to be,

S i r,

Your most obedient servant,

P. Raghavendra Rao

9.4.15

Inspector-General of

Registration.

dm
9.4.15

B.K.
9-4-15.

From

1915

*The Inspector General
of Registration*

To

*The Offg. Secretary to the Govt. of
N. H. the Maharaja of Mysore*

Dated

General & Sec. Department.

Despatched

10.8.15 } April 1915.

Received

General No. 2606

No.

Enclosure No.

Inviting attention.

& letter No 740 dated 27.2.15

from the Secy's Department

furnishing opinion re

the maintaining of character

books for ministerial officers

MBN
14/4

No. 423 / E.A.
13-4-15

File no 32 of 44
Sl no 32.

40

No. 597

Office of the Commissioner of
Stamps in Mysore.
Dated Bangalore 9th April 1915.
to 40

From
P. Raghavendra Rao, Esquire, B.A., B.L.,
Commissioner of Stamps in Mysore, Bangalore.

To
D.M. Narasinga Rao, Esquire, B.A., B.L.,
Offg. Secretary to the Government of H.H.
the Maharaja of Mysore.
General and Revenue Departments.

Sir,
Adverting to your letter, No. 356-92/ E.A. dated 4th February 1915 (and reminders Nos. 483 and 519 of the 11th and the 31st ultimo respectively), calling for my opinion in the matter of the maintenance of character books for the ministerial officers in the service of Government, I have the honour to invite your kind attention to my letter on the subject from the Registration Department viz No. 2606 dated 10th April 1915.

I have the honour to be,
sir,
Your most obedient servant,

P.S.R.

P. Raghavendra Rao
9.4.15
Commissioner of Stamps.

del.
9.4.15

191

From

The Commissioner of Stamps
in Mysore, Bangalore.

To

The Secretary
to the Government of H. H. the
Maharaja of Mysore,
General and Revenue Departments.

Dated 9th April 1915

Despatched 10th April '15.

Received

General No. 597

No.

Enclosure No. Nil

Re

The maintenance of character books
for the ministerial officers in the ser-
vice of Government.

VH 22/4
P. W. Serial No. 114]

5898 1147
No. E. 1507

220.400/8.2
8-4-15-8/33
MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE OF ACCOUNTS, 41

Dated Bangalore, the 6th April 1915.

7/4/15

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted. All communications should be addressed as follows:—Comptroller, Mysore Public Works and Railway Branch, Bangalore.

FROM

DEWAN BAHADUR

J. S. CHAKRAVARTI, Esq., M.A., F.R.A.S., etc.,

Comptroller to the Government

of His Highness the Maharaja of Mysore,

Public Works and Railway Branch.

Don't know is the
Spreew working?
Is it four times?
Here
8/4/15

D. M. Narasinga Rao, Esq., B. A., B. L.,

Offg: Secretary to the Government of Mysore,

General and Revenue Departments.

Sir,

With reference to your Circular No:356-92/E.A. of the 4th February 1915 regarding the maintenance of Character Books of the Officials of this Office, I have the honour to state that efficiency reports of -- Accountants, Assistant Accountants and Cashiers, are being received annually from the Public Works Division Offices and a record of these is maintained in this office along with the report on the efficiency or otherwise of the Accountants attached to the Central Office. A similar record will be maintained for other officials in the Department as provided for in para XIV of the Office Manual of the Civil Branch of my Office.

I have the honour to be,

Sir,

Your most obedient servant,

[Signature]

For Comptroller,
P. W. and Ry. Branch.

[Signature]
6/4/15

G. R. S. 26]

80:34
File No. 32814

Serial No. 34

Diary No. of letter replied to

General and Revenue Secretariat

()
, the 191

No. 547/808

To

The Excise Commissioner in Mysore,

Bangalore.

Date of issue 3-4-15

Sir,

Signed by *W. A. Madhava Rao*

With reference to your letter No. 7140 dated 27th ultimo in which you state that a defaulters' book is maintained in your office, I am directed to ascertain the headings, if any, adopted for the book, and to enquire if it is merely a record of punishments awarded or whether it contains any other information.

I have &c.,

nee

Offg. Secretary to Govt.

mm
1-4-1915.

over.

*SUBJECT.

D. No. 431/8-A
22-4-15

871

SL:35

43

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE.

Bangalore, dated...19th April.....1915.
20

No. 7950

Enc. 1

FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Offg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Sir,

Adverting to your letter No. 547/E.A., dated the 3rd Instant,

I have the honor to forward herewith a specimen copy of one of the
pages of the defaulters' book and to state that the book is used as
a record ^{of} punishments awarded to the subordinates of the Department
in the Executive Branch.

I have the honor to be,
Sir,
Your most obedient servant,

P. Raghavendra Rao

19.4.15.
Excise Commissioner.

A.R.

MAS.

Mysore Excise Department.

G.10.

Name.

Rank.

No.	References to papers	Nature of offence.	Date when committed.	Punish- ment	By whom ordered.	Number of previous entries.
-----	-------------------------	-----------------------	-------------------------	-----------------	---------------------	-----------------------------------

" Copy "

Recd

19.4.18

Excise Commissioner in Mysore.

A.R.

44
1/18

G. R. S. 26]

File No. 32-14

Serial No. 36.

Diary No. of letter replied to 410
E.A.

No. 586/87

General and Revenue Secretariat

()
, the 191

To

The Comptroller to Govt.

P.W. & Ry Branch,

Date of issue 27-4-15

Sir,

Signed by Mr. N. Madhava Rao

With refce. to your letter
No. 5898 of the 6th inst. in re
8/507
maintenance of character
books in your office, I am
directed to request you to be
so good as to state how the
system is working and whether
it is found useful.

Yours etc

N.R.

N.R.
9/4/15

For Off. Secy to Govt.
Cult. & Ry. Dept.

SUBJECT.

Dud. 439/8A
30-4-1915

File No. 3207/1914
81-37
46

P. W. Serial No. 114]

No.

8405
E.1662.

MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE OF ACCOUNTS,

Dated Bangalore, the 28 April 1915.

29/4/15

FROM

DEWAN BHADUR

J. S. CHAKRAVARTI, Esq., M.A., F.R.A.S., etc.,

Comptroller to the Government

of His Highness the Maharaja of Mysore,

Public Works and Railway Branch.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to the Government of Mysore

General and Revenue Departments

Sir,

Adverting to correspondence ending with your letter No.567/E.A. dated the 14th April 1915, regarding the maintenance of Character Books in this office, I have the honour to state that the system, referred to in my letter No.5898/E.1507 dated the 6th instant, is working well and is found useful.

I have the honour to be,

Sir,

Your most obedient servant,

[Signature]
For Comptroller,

P. W. and Railway Branch.

CV

28.4.15

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted. All communications should be addressed as follows:—Comptroller, Mysore Public Works and Railway Branch, Bangalore.

And. 443/E.A.
1-5-1915

And. 32 of 1915
81.38.

47

No. 1370

OFFICE OF THE MUZRAI SUPERINTENDENT IN MYSORE,

Encls.

Dated Bangalore, 29th April 1915.

FROM

G. Aravamudu Iyengar, Esquire, B.A. B.L.,

~~THE~~ MUZRAI SUPERINTENDENT

IN MYSORE.

To

D. M. Narasinga Rao, Esquire, B.A. B.L.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

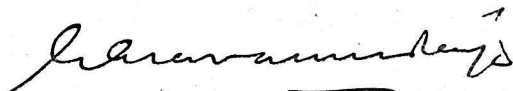
SIR,

Adverting to your letter No. 356-92/E.A. dated 4th February 1915 in the matter of the maintenance of a character book for ministerial officers, I have the honor to state that no book of the kind referred to, is kept in the Muzrai Superintendent's Office or other establishments under his control. Such a record maintained regularly and impartially will be a valuable aid in maintaining discipline and efficiency but there should be sufficient safe guards to prevent hasty judgments being passed on more or less trifling grounds. Unless where the ministerial head happens to be at least of the standing of a District Sheristadar, I would leave the entries in the book to be made by the Head of the office himself.

I have the honor to be,

Sir,

Your most obedient servant,



Muzrai Superintendent.



VIII No. 115
11/5/15

66/11

191 .

From

THE MUZRAI SUPERINTENDENT
IN MYSORE.

To the Secy to Govt of Mysore
Genl & Rev. Supts.

Dated

Despatched 29.4.15

No. 1370

Enclosures

Subject.

States that re maintenance
of a church book for Minister
Officers no book of the kind is
kept in the rev. Supts office.

Confidential

From 191

*The Inspector General
of Police in Mysore*

sl 39.

To

*The Secretary to Government
General Department*

Dated *10th September 1911*

Despatched

Received

General No. *C. 33*
No.

Enclosure No.

*Furnishing opinion on the
maintenance of character
books for ministerial
officials.*

D. 20275/E.A.
Confidential 2.9.15

File no 32-14
8129

48

No.

C.33

OFFICE OF THE INSPECTOR GENERAL OF POLICE IN MYSORE.

Encl.

Dated Bangalore, 1st September 1915.

From

Diwan Bahadur C. SRIKANTESVARA AIYAR, B.A., B.L.,

Inspector General of Police in Mysore.

To

D. M. Narasinga Rao, Esqr., B.A. B.L.,

Secretary to the Government of His Highness the
Maharaja of Mysore, General Department.

Sir,

With reference to your letter No. 356-92/E.A. dated the 4th February 1915, calling for opinion in the maintaining character books for ministerial officers, I have the honour to state that in the executive branch of the police department, consolidated service books are maintained in head quarter offices, and all items of black marks, fines, forfeitures, reductions, suspensions etc are noted chronologically as they are awarded, just in the same way as good marks, rewards, promotions etc are. These contemporaneous entries are all referred to while deciding upon the subsequent advancement or punishment of the officials concerned. This system of recording everything having a material bearing on the conduct and morale of the individual members of the Force has been in vogue for more than four decades, and has been obviously found necessary in the case of such large body of officials whose conduct and discipline has to be watched with scrupulous care, in public interests, on account of the enormous powers they are allowed to exercise under the existing laws. They are even prosecuted

for certain laches etc under specific regulations, which has been considered ample to infuse fear and respect for the proper discharge of their duties.

2. Ordinary trifling faults such as casual carelessness, due to forgetfulness or overwork, as opposed to gross negligence or wanton mischief etc are visited by verbal warnings and occasional pulling up, and it has never been found advisable to enter all these petty warnings in service books in the same way as black marks, fines etc, which are awarded when the official has proved refractory. Open censures and punishments recorded, however trivial they be, tend to lower the official in the estimation of his comrades, subordinates or menials, and harden and render him callous, defeating the very object in view; while, gentle, dignified, firm warnings, personally administered to erring officials, have often been found to have more deterrent effect, giving them an opportunity to turn a new leaf and become more efficient and useful to Public Service.

3. As regards the office establishments in this department, there are only four munshis including the Head Munshi in each of the District Police Offices, and eleven hands including the Manager in the Inspector General's Office. When some of them fall ill or go on leave etc, the ever increasing work in these offices invariably falls into arrears and frequently gets over-congested. The work everywhere has grown out of all proportions in recent years, and proposals for adequate staffs have long been urged for. As matters are, the ministerial heads of Police offices have themselves to attend to various items of routine work, including even fair-copying, comparing etc, as sufficient hands are not available for the several duties. It is generally reported that it would be a great hardship to make them maintain another additional register in the form of character book, with no adequate advantage, but fraught with danger.

4. The object of opening such a fresh register for noting all items of mistakes would not seem to be clear either, more especially as the head of the office is expected and should be able to realize his own responsibility and correct his subordinates, then and there, and be capable of estimating their worth. These few officials work every day under the eye of their officers, some of them coming before them several times during the day, and their merits or demerits could not but be closely noticed simultaneously.

5. A hard and fast rule of recording all petty items, insignificant as they may be, would, apart from fostering an unwholesome habit of fretting, scolding and nagging on the part of the superior officers, young or inexperienced or entertaining irritable or unsympathetic thoughts which frequently arise from a feeling of inefficiency or incapacity to cope with the exigencies of the times, create a sort of suspicious feeling in the subordinates, greatly depressing and impairing the utility of many a timid, reserve, yet competent official. It would further be attended with more disadvantages and risks to the serious detriment of smooth and easy work, and efficiency would be paralyzed for want of harmony and confidence, as the workers would need more help and encouragement than discouragement by frequently recorded censures.

6. I may however add that the Superintendent of Police, French Rocks, reports to have himself opened a note book for the purpose, but that he has had no occasion to make even a single entry in it.

I have the honour to be,
Sir,
Your most obedient servant,

S. K. Kantavara
Inspector General of Police.

TELEGRAPHIC
ADDRESS:
Statewoks.

D. no 292 / E.A.

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MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore...3rd September...1915.

From

KARPUR SHRINIVASRAO, Esq., B.Sc., L.C.E.,

Chief Engineer of Mysore,

Bangalore.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government,

General Department,

Bangalore.

Sir,

With reference to your letter No.356-92/E.A. dated the 4th February 1915, in re the maintenance of character

-----, books for the
1. Service Register for ministerial officers in the Division offices, as per circular No.69 dated the 23rd June 1886 (copy attached). ministerial officers in the service
2. Log Book in the Chief Engineer's Office for noting cases of default on the part of the officials. of Government, I
3. Half-yearly roll to Government in respect of the qualifications, conduct, etc., of officials in the P.W.D. drawing Rs 70 and above, as directed in G.O.No.F1.5498-588/S.R. have the honour to
186-05-8 dated the 28th April 1908. state that, in addition to the Service Books prescribed

-----, in Article 448 of
the Mysore Service Regulations, the marginally noted Registers are also maintained for the ministerial officers of this Department. As the entries in these registers are generally made by the Officers themselves and as questions

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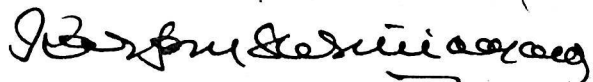
affecting promotions, etc., of the officials have been decided with reference to the remarks as to their character and efficiency contained in these Registers, there has been no difficulty till now in settling personal questions.

2. A copy of the Personal Register, which is maintained for clerks in the P.W. Department of the Bombay Presidency and which has been obtained for reference, is herewith forwarded. If a similar Register be prescribed for the ministerial officers for all the Departments with such modifications as Government may think fit to introduce, it will answer the object in view. Complete information will then be available on the conduct, capacity and fitness of individual officials during the whole of each official's service, quite in a handy form.

I have the honour to be,

Sir,

Your most obedient servant,



Chief Engineer of Mysore.

T.B.N.

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Mysore Public Works Department,
Circular No. 69. Central Office,

Dated Bangalore, 23rd June 1886.

To

All Executive Engineers
of Mysore.

Circular Memorandum.

Several complaints of supersession or slow promotion having been received from clerks employed in the several Divisions, (some of which appear to be not groundless); and in order to prevent any injustice in this respect being done in future to men of this class, it has been decided to maintain in this office a complete service Register of all such employes in the Department, from which the men with the best claims will be selected for all promotions and appointments in Office Establishments, carrying pay above Rs 20 per mensem.

2. Executive Engineers are requested to at once have a service Register, in the enclosed form, drawn up and forwarded to this office; to allow of a General Register being opened. The Divisional Registers will be returned as soon as the particulars have been copied; and Executive Engineers should arrange for these Registers being properly written up, and forwarded to this office half yearly, viz., on the 1st April and 1st October.

3. In reporting vacancies, Executive Engineers may make their own recommendations on behalf of any deserving hands

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in the Divisions, and the same will receive due consideration in this office in disposing of such vacancies.

4. It will be seen from para 1 that it is not intended to interfere with the powers conferred on Executive Engineers in the "Statement of Powers of Sanctions", to deal with appointments, etc., to office Establishments, carrying pay not exceeding Rs 20 per mensem.

Sd. F.J.McLaughlin,
For Superintending Engineer of Mysore.

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" True Copy "

K.P. Mahalingam

Assistant Secretary,

Public Works Secretariat.

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N a m e.	Date of birth.	Grades served in and salary.	Date of appointment to each grade.	Brief remarks as to general character and qualifications.

H.R.R.

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Proceedings of the Government of His High-
ness the Maharaja of Mysore.

Read :-

Circular letter Nos. 356-92 dated the 4th February 1915 suggesting the desirability of maintaining character books for all ministerial officers of Government and inviting the opinions of Heads of Departments and Deputy Commissioners on the subject.

2. Communications from Heads of Departments and Deputy Commissioners furnishing their views in the matter.

Order thereon No. 76 - 2 - 12.

Bangalore Dated. 31st Jan 1917

Opinion as to the desirability of the suggested records is divided. The majority of the officers consulted are in favour of the system but some consider that a character book like that proposed is unnecessary and might be harmful - especially if the ministerial head of an office is concerned with its maintenance. They apprehend that the institution of such a record might result in undue prominence being given to small or accidental lapses on the part of officials, and - erroneous or hasty opinions formed regarding their work being perpetuated.

A few officers have suggested that the service register of officials sufficiently serves the purpose in view, and

Signed by me N. Madhavadas.

Date of issue 31.1.17

and that a character book is unnecessary.

2. The fears expressed as regards the possible harm that may arise from the institution of character records do not appear to be well founded. Prejudiced or casual impressions may, it is true, be occasionally placed on record, a contingency which the absence of formal character books by no means prevents, but the probability is that when an officer has to record his opinion/^{at} regular periodical intervals/^{and} furnish details for the same, he would exercise due deliberation. And even if he erred or were inclined to be vindictive, there would be the opinions of other officers under whom the official may have served to neutralise his estimate. So far therefore from prejudicing officials the suggested system is likely to give them an added security.

3. The register to be maintained by the ministerial head of the office showing instances of good and bad work on the part of officials, mentioned in letter No. 386-92 was only suggested as a help to the memory of the officer concerned and was not intended in any way to fetter the opinion he was to record regarding his subordinates. If this arrangement is considered inadvisable, there is no objection to an officer making any other arrangement which he may consider suitable, in order to assure himself that his opinions are supported by facts. This, however, is a question of detail on which Government do not wish to

issue any specific instructions.

4. As regards the service register, it is true that remarks as to character may be made in it, but its purpose is altogether different and it cannot be made use of for recording opinions on the merits of officials in detail.

5. On a careful consideration of the subject and of the opinions which have been received in respect of it, Government consider that the maintenance of character books, ~~so~~ far from being objectionable, is necessary as a ready means of recording the character and qualifications of officials, whose interests in some measure, it also safeguards. Government are accordingly pleased to direct that character books be maintained in all offices according to the instructions given below with effect from 1st July 1917.

(a) The register will be maintained for every permanent non-gazetted officer along with his service book. The form of the register is appended.

(b) Commendation or censure may be recorded at any time but entries must be made once a year and also when the official or the head of the office is transferred.

(c) Unfavourable entries should be communicated to the officials concerned and their reply or explanation should be recorded.

(d) Every official should be allowed to see his personal register once a year

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if he expresses a wish to do so.

6. Heads of Departments, Secretaries to Government and Deputy Commissioners of Districts are requested to furnish at the end of one year a report on the working of the system together with suggestions, if any, for improvement.

7. Bound registers for use as character books will be supplied on indent by the Superintendent, Government Stationery.

23.1.17
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Secretary to Government
General Department.

To

Heads of Departments.
Secretaries to Government.
Deputy Commissioners of Districts.

To

The Superintendent, Government Press,
with the request that he will be so good
as to send in proof a copy of the register
with pages printed as in the appendix. The
General get-up should be like that of the
specimen book herewith sent. The altera-
tions to be made in the label on the cover
and in the first page entitled "Notes" are
indicated in the respective places.

nm

Secy. to Govt.
Genl. Deptt.

Specimen Page.

Period to which the entries relate -

1. *Name in full.*
2. *Age and native place.*
3. *Caste.*
4. *Designation and pay.*
5. *Length of service.*
6. *General educational qualifications and special tests passed, if any.*
7. *Description of work on which the official was employed during the period to which the entries relate.*
8. *Whether the official is prompt and careful in his work or dilatory and superficial.*
9. *Extent of proficiency in⁽¹⁾ accounts*
(1) Correspondence - English
Kanarese.
(3) Rules and Regulations and standing orders.
10. *Particular class of work for which he has special aptitude.*
11. *Character, constitution and habits.*
12. *Intelligence.*
13. *General trustworthiness and zeal.*
14. *Capacity and fitness for any higher appointment.*
15. *Commendation or censures, if any, - passed during the period with reference to original paper.*

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

No. 76-E. A. S.

General and Revenue Secretariat

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To

The Superintendent,

Government Press.

Date of issue 19-2-1917

Sir,

Signed by Mr. N. Mahananda

I am desirous to request you to kindly

get 250 more copies of the Government Order

No. 76-E.A.G. dated the 31st January 1917

regarding the character books printed and

supplied to this office at an early date.

Yours sincerely,

me

For Secretary to Govt,

General Department.

over.

SUBJECT.

61¹⁰⁵
Re 76-E.A.G., 831.1.17

Mysore Government Press,

Bangalore, 22. 2. 1917

Dear Sir,

We have received
the G.O. re printing of
character books, but
we do not appear to
have received from you
particulars as to how
the books are to be
printed - size, etc., etc.

Yours sincerely,

C. H. J. J. J.

N. Madhava Rao

B.A. M.

Efficiency Audit

No. 1317

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MYSORE GOVERNMENT PRESS,
Bangalore, 24th February 1917

MEMO.

Forwards Two copies of List Proof of

Notes with Appendix of the "Character Book"

together with originals, with a request that the same may be checked and returned at an early date, with "Print" order noted thereon as ordered by Government in Proceedings No. 3463-76—Cir. 42, dated 25th May 1892.

Manakrishna
For Asst. Superintendent, Govt. Press.

To

Secretary to Govt.,
General Department
Bangalore.